

P&PD PRINTING REQUISITION

SEE INSTRUCTIONS ON REVERSE SIDE

25X1
25X1

ROOM 154. P&PD BUILDING

CLASSIFICATION

SECRET

CONTROL CHANNEL

CONTROL NUMBER

SCHEDULED COMPLETION DATE

THIS DATE

2 FEB 88

DATE WORK REQUIRED

4 March 88

SIG

☐ Finished intelligence.☐ Preparatory work in direct support of finished intelligence.☒ Administrative, regulatory, instructional, or other support item.25X1] Form (see box *) ☐ Other

25X1 REQUESTER

25X1 **D-O/L**

25X1 ORDERING OFFICER

D-O/L

25X1 ROOM NO. & BUILDING

NO COPIES REQD

250**See attached**

SENT P&PD

1DISPOSITION OF ORIGINALS
NEGATIVES OR MANUSCRIPTDISTRIBUTION OF PRINTED
MATERIAL

INCLUDING

NEGATIVES

CAMERA COPY

MANUSCRIPT

POSITIVES

ORIGINAL ART

☒ RETURN TO REQUESTER

DESTROY

RETURN TO FILE (forms only)

VIA MAIL & COURIER BRANCH

PER FINISHED INSTRUCTIONS OR
DISTRIBUTION LIST☒ CALL FOR PICK-UP

SPECIAL INSTRUCTIONS:

☐ Dylux Check Copy Required Before Printing

Please produce a pamphlet of the 23 FEB 88 OL QTRly.

Sample Format is attached

Photo Prints & negatives will be sent from Photo Branch

25X1

| COMPOSITION | | FOR MAP & GRAPHIC USE | | | | PRESS | | X | BINDERY | | X |
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| <input type="checkbox"/> ETECS | <input type="checkbox"/> TYPESET <input type="checkbox"/> TYPESCRIPT <input type="checkbox"/> SCRIPT REEL NO. <input type="checkbox"/> EPIC <input type="checkbox"/> GALLEY PROOFS <input type="checkbox"/> PAGE PROOFS | IMAGE SIZE | X | T R I M | TOP | BOTTOM | ONE SIDE | | ASSEMBLED | | |
| REDUCE AB TO AC | | | LEFT | | RIGHT | TWO SIDES | | UNASSEMBLED | | | |
| SAME | | | HEAD TO HEAD | | | FASTENED | | | | | |
| OTHER | | | TUMBLEHEAD | | | PUNCHED | | | | | |
| PLATE NO. | | COLOR | | NUMBER | SCREEN NO. | PAPER | | | PADDED | | |
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| DELIVERY TICKET | JOB NO. | DELIVERY TICKET | JOB NO. | DELIVERY TICKET | JOB NO. |
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| NAME | | NAME | | NAME | |
| ROOM NO. & BLDG. | QUANTITY | ROOM NO. & BLDG. | QUANTITY | ROOM NO. & BLDG. | QUANTITY |

| 25X1 PD PHOTOGRAPHIC REQUISITION ROOM G-67, P&PD BUILDING | | THE ITEMS IN THIS BLOCK MUST BE FILLED IN BEFORE REQUEST CAN BE RELEASED | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 25X1 25X1 25X1 ESTED B OFFICE 25X1 25X1 | | SECURITY CLASSIFICATION <div style="border: 1px solid black; padding: 5px; text-align: center; font-weight: bold;">SECRET</div> <input type="checkbox"/> Finished Intelligence. <input type="checkbox"/> Preparatory work in direct support of finished intelligence. <input type="checkbox"/> Administrative, regulatory, instructional, or other support item. <small>This is copyright material. *</small> <small>* Permission to reproduce this material must be included with requisition</small> | DOCUMENT CONTROL NO. _____ PRIORITY SERVICES REQUEST? DATE REQUIRED TIME: 23 FEB 88 <input type="checkbox"/> 0830 <input type="checkbox"/> 1200 <input type="checkbox"/> 1530 JUSTIFICATION FOR PRIORITY: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 25X1 25X1 | | THIS JOB IS FOR OFFICIAL USE: AUTHORIZED SIGNATURE _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| STANDARD SERVICES PROVIDED BY P&PD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MOTION PICTURE/TELEVISION Film Duping . SOUND OR SILENT Audio Duping . CASSETTE OR REEL TO REEL Video Duping . U-MATIC-BETA-VHS Film Editing . VIDEO EDITING Live MP Production Live TV Production . AUDITORIUM-1A-07 Sound Recording . MAGNETIC -OPTICAL | BLACK & WHITE ORIGIN FILM PROCESS 35, 70, 8 X 10, 120 ROLL STANDARD SERVICES: FILM SIZE PRINT SIZE 35 mm 4 X 6, 5 X 7, 8 X 10 70mm 4 X 6, 5 X 7, 8 X 10 CUSTOM SERVICES: 120 5 X 5, 8 X 8, 11 X 11 4 X 5 8 X 10, 11 X 14, 16 X 20 8 X 10 8 X 10—30 X 40 MAX REPRO. SERVICES: Orig Submitted Photo Prints Matte Or Glossy Custom Xerox Services 35mm Slide: Dupe, Vg, Photo Print 8 X 10 Transp. (vg): Dupe Vg, Photo Prints Other custom services available on request | COLOR ORIG. FILM PROCESSED—E-6, C-41 (POS) (NEG) FILM SIZE PRINT SIZE 35mm 5 X 7, 8 X 10, 11 X 14 126 5 X 5, 8 X 8, 11 X 11 120/220 5 X 5, 8 X 8, 11 X 11 (Matched To) 5 X 7, 8 X 10, 11 X 14 (Film Format) 4 X 5 8 X 10, 11 X 14 Custom services available on request (max. size 30x40) REPRO. SERVICES: Orig. Submitted Photo Prod. 35mm Slides Dupe Slides, Photos, Vg 8x10 Trans. Slides, Dupe Vg, Photos | MICROFILM PROCESS ORIG FILM: 16mm, 35mm, 105mm MICROFILM FROM SOURCE DOC: 16mm, 35mm, 105mm REPRO. SERVICES: Silver Duplicate From Orig Film Diazo Duplicates From Orig Film Custom Processing Available With A Variety Of Packaging Cartridges, Reels, Fiche. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DESCRIBE ATTACHED ENCLOSURE FULLY, STATING QUANTITY, TYPE, SIZE, MATERIAL: | | | LAB USE ONLY ACTUAL COUNT VERIFICATION BY: _____ DATE: _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DESCRIBE SERVICES REQUESTED AND/OR SPECIAL INSTRUCTIONS: <div style="font-family: cursive; font-size: 1.2em;"> Please provide photo support for 23 Feb 88 OL Qtrly in HQ Auditorium at 1000. Photos required are two (2) prints each of individual Employ. Qtr awards and (15) fifteen each of Empl. Qtr. Group Shot. Names of persons in photo will be sent to PB following ceremony. Please send negatives & prints (1 each) to Print Planning for use in </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LAB USE ONLY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MOTION PICTURE/TELEVISION <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>SERVICES</th> <th>TECH.</th> <th>TOTAL TIME</th> <th>DATE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> | SERVICES | TECH. | TOTAL TIME | DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | BLACK & WHITE <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>SERVICES</th> <th>TECH.</th> <th>TOTAL TIME</th> <th>DATE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> | SERVICES | TECH. | TOTAL TIME | DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | COLOR <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>SERVICES</th> <th>TECH.</th> <th>TOTAL TIME</th> <th>DATE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> | SERVICES | TECH. | TOTAL TIME | DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | MICROFILM <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>SERVICES</th> <th>TECH.</th> <th>TOTAL TIME</th> <th>DATE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> | SERVICES | TECH. | TOTAL TIME | DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| SERVICES | TECH. | TOTAL TIME | DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| RELEASED TO: _____ DATE _____ | RELEASED TO: _____ DATE _____ | RELEASED TO: _____ DATE _____ | RELEASED TO: _____ DATE _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| JOB RECEIVING: <input type="checkbox"/> COURIER <input type="checkbox"/> HAND CARRY—CUSTOMER <input type="checkbox"/> OTHER | | PLANNER RELEASE TO: _____ SIGNATURE, PICK-UP _____ | <input type="checkbox"/> COURIER BADGE NO. _____ DATE _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Agenda

OL Quarterly - 1st Qtr FY 88

10 a.m., Tuesday, 23 February 1988 - Headquarters Auditorium
10 a.m., Wednesday, 24 February 1988

(Dry Run - 1 p.m., Wednesday, 10 February 1988,

Introduction

John M. Ray, D/L

Presentation of OL Employee of the
Quarter Awards

ADDA(?)

What is Supply Management Branch?--Where
does it fit?--Why should I know anything
about it?--Do's & Don'ts of Processing
Requisitions--Volume of business

OL/SD/SMB

Update on Integrated Logistics Support
Plan (ILSP)--Cafeteria Expansion

OL/FMD

Personnel Matters

C/P&TS/OL

Update on OL Activities--1st Qtr FY 88

/IMSS/OL

SECRET

BRIEFING POINTERS for OL QUARTERLIES

1. Know your subject thoroughly.
2. Be sure your presentation is appropriate for the audience and location.
3. Use slides instead of vugraphs. Coordinate with Linda [redacted] Design & Presentations Center, P&PD, GJ4008 HQ, [redacted] early, for guidance/suggestions on your slides. Remember that P&PD must have time to work on them -- and that you'll need them for the "Dry Run" with the D/L (item 11 below).
4. Keep slides simple. They should add to, not be, the presentation. Make sure all are of uniform good quality and are horizontal pictures, not vertical, for the HQ Auditorium.
5. If you'll use notes, have them typed double-spaced on 8 1/2- x 11-inch paper for insertion in a notebook (which IMSS will prepare and have ready for use on the speaker's stand), but DO NOT READ NOTES - MEMORIZE THEM.
6. Practice your presentation in front of a mirror. Time your talk with your visual aids. To keep to the one hour allotted, it's essential to hold your presentation to 10 minutes or less.
7. When you begin, introduce yourself and state what you'll be talking about. When you finish, introduce the next speaker ("Our next speaker will be _____" or "I'll be followed by _____," etc.)
8. Face the audience, not the slides. Glance at the slide to make sure it's the correct one and, if suitable, use a pointer. (If you plan to use the electric-beam pointer in the HQ Auditorium, practice with it beforehand. This pointer is hard to control; to keep it from dancing all over the screen, point it toward the floor when you're not actually pointing.)

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Briefing Pointers for OL Quarterlies (continued)

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9. [] you'll have a remote device you can operate yourself to change your slides (practice with this just before the "Dry Run"). In HQ Auditorium you must press hard on the button on the right of the lectern to signal the control-booth operator to change the slides (meaning you won't have quite the same instantaneous response). You can practice with this the day of the presentation.
10. Inject some humor if possible. Tell a brief anecdote if appropriate.
11. Have a "Dry Run" with your division/staff chief and/or the IMSS Planning Officer before the official "Dry Run" with the D/L.

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12. On the day of the official "Dry Run," arrive [] about 45 minutes early to allow time to insert your slides into the slide tray and run through them once and to test the sound level for your voice.
13. Remember that you'll be making your presentation both days -- in the HQ Auditorium and []
14. For the actual presentations, arrive at least one hour early if you're bringing your slides; 30 minutes early if they're already in the tray.
15. Enjoy yourself. We're all "family."

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